



City of Saratoga Springs
OFFICE OF COMMISSIONER OF ACCOUNTS
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JOHN P. FRANCK
COMMISSIONER

SHARON J. KELLNER-BYRNES
DEPUTY COMMISSIONER

Award/Extension of Bid Sign-Off Form

Award of Bid

Prior to an award of bid being placed on Commissioner Franck's agenda for a City Council meeting, this form **must** be completed and the following **must** occur:

- A memo from your department's commissioner/mayor requesting the award of bid be placed on Commissioner Franck's agenda; and
- A copy of the bid tabulation sheet with all vendors names, addresses, and contact person; and
- the Assistant Purchasing Agent **must** review that the purchasing policy was followed in the selection of the vendor and indicate such by signing below; and
- the Director of Risk and Safety **must** be provided a copy of the vendor's certificate of insurance (if applicable) for review and indicate by signing below that the vendor meets all insurance requirements for the City of Saratoga Springs; and
- approved certification of funds by the Finance Department (if applicable) **must** be obtained and a copy **must** be attached to request an award of bid; and
- budget line item **must** be identified and indicated below.

Extension of Bid

Prior to an extension of bid being placed on Commissioner Franck's agenda for a City Council meeting, this form **must** be completed and the following **must** occur:

- A memo from your department's commissioner/mayor requesting the extension of bid be placed on Commissioner Franck's agenda; and
- A copy of the page from the previous year's bid showing the bid can be extended; and
- the Assistant Purchasing Agent **must** review that the purchasing policy was followed in the selection of the vendor and indicate such by signing below; and
- the Director of Risk and Safety **must** be provided a copy of the vendor's certificate of insurance (if applicable) for review and indicate by signing below that the vendor continues to meet all insurance requirements for the City of Saratoga Springs; and
- approved certification of funds by the Finance Department (if applicable) **must** be obtained and a copy **must** be attached to request an extension of bid; and
- budget line item **must** be identified and indicated below.

Department That Owns Award/Extension of Bid: Department of Public Works

Project or Item Being Awarded: Municipal Solid Waste

Item Being Extended: _____

Vendor Who Won the Bid: Cosella Waste Management

Budget Line Item: A3638184 54521 _____

Budget Line Item: A3638184 54700 _____

Assistant Purchasing Agent: Purchasing policy has / has not _____ been followed in the selection of the winner of the bid or bid extension.

[Signature]
Assistant Purchasing Agent

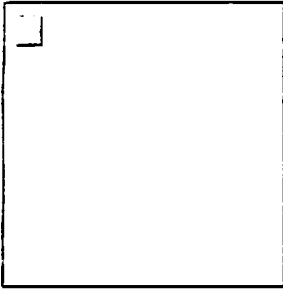
1/14/15
Date

Director of Risk and Safety: Vendor being awarded the bid or the bid being extended has / has not _____ met all insurance requirements of the City of Saratoga Springs and has provided a copy of their certificate of insurance for review by the Director of Risk and Safety.

[Signature]
Director of Risk and Safety

1/14/15
Date

****An award/extension of bid will not be placed on the Commissioner's agenda if any of the above is missing. The request to place the item on the agenda will be returned to the appropriate department.**



Memo

To: COMMISSIONER OF ACCOUNTS, JOHN FRANCK
From: COMMISSIONER OF PUBLIC WORKS, ANTHONY SCIROCCO
Date: JANUARY 14, 2015
Re: AWARD OF BID – CASELLA WASTE MANAGEMENT

The Department of Public Works would like to award the following bid for the year 2015. This Vendor has bid the lowest overall price, that best meet the specifications, in accordance to contract procedures. Hence, we are asking you to put this on your next Council Meeting Agenda, January 20, 2015

Thank you for your cooperation in this matter.

Signature *Anthony Scirocco* Date 1/14/15

Anthony Scirocco, Commissioner of Public Works

Municipal Solid Waste 2014-27

	<u>Item #1</u>	<u>Item #2</u>	<u>Item #3</u>	<u>Total Bid</u>
Casella Waste Management 1392 Route 9, Fort Edward, NY 12828 Joe Girard meiody.kobor@casella.com	\$50/unit	\$90/unit	\$90/unit	\$35,500.00
County Waste & Recycling 1927 Route 9, Clifton Park, NY 12065 Steve LaFollette stevel@wcnx.org	\$51/unit	\$95/unit	\$95/unit	\$87,786.00
Waste Management of NY 100 Ransier Drive, West Seneca, NY 14224 Lisa McNeight jbialasz@wm.com	\$48/unit	\$148/unit	\$222.10/unit	\$94,946.40

COSF-2

of Sufficient Funds

s Supplemental

to the

Christine

_____ requests certification that
or the claim to meet the following obligation

ame, project description, Council approval,

Casella Waste Management
Municipal Solid Waste
Approved -

Appropriation - Current Budget Expense Org/Object/Proj(s):

A3638184 54521 ✓
A3638184 54700 ✓

Amount Requested for Approval:

\$ 85,500.00 ✓

Current Amount Available:

\$ 75,000.00 ✓

Transfer/Amendment Pending:

\$ 18,000 ✓

Transfer/Amendment Date: _____

Anthony J. ...
Department Head Signature

1/14/15
Date

Certification of Sufficient Funds

The Commissioner of Finance hereby certifies that funds are or will be available to cover the claim to meet the above described obligation when it becomes due and payable.

Michelle W. Clark Madigan
Commissioner of Finance

1/14/15
Approval Date